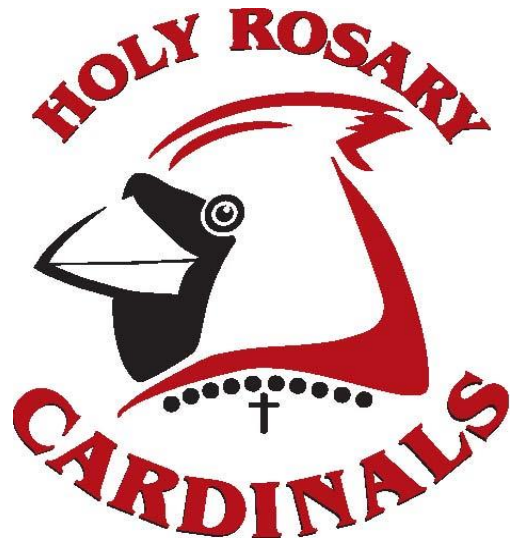


# Holy Rosary Catholic School

## Handbook



### **Preschool – Eighth Grade**

Be it known to all that enter here  
That Christ is the reason for this school,  
The unseen but ever present teacher in its classes,  
The model of its faculty,  
the inspiration of its students.

***“Where Faith and Education Meet”***

### **Administration**

Fr. Chuck Huck – Pastor and Superintendent  
Cathy Larson – Principal  
1043 Lake Avenue, Detroit Lakes, MN 56501  
218-847-5306  
[www.holyrosarycs.org](http://www.holyrosarycs.org)



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# **Holy Rosary Catholic School**

**“Where Faith & Education Meet”**

**[www.holyrosarycs.org](http://www.holyrosarycs.org)**

1043 Lake Avenue, Detroit Lakes, MN 56501

218-847-5306

Dear Parents and Students,

Welcome to Holy Rosary School and the 2021-2022 school year. The information in this handbook is intended to communicate school policies, regulations, day-to-day operations, as well as student and parent expectations. Please read and become familiar with it.

Parents, we encourage you to visit our school and become involved in your child’s education to every extent possible. Research is clear that children perform better academically when their parents are engaged in their education.

In the event you have questions or concerns as the year progresses, please feel free to stop in for a visit or call me at 847-5306, ext. 202.

May God bless you and your family as we begin a new school year together!

Sincerely,

Cathy Larson  
Principal

## **HOLY ROSARY CATHOLIC SCHOOL MISSION STATEMENT**

Holy Rosary Parish School community is rooted in the **Word** and energized with the **Spirit of Jesus Christ**. We cultivate our community to live as **Jesus taught** within the Catholic tradition. We strive to build Gospel values and promote **academic excellence**.

## **PHILOSOPHY OF HOLY ROSARY CATHOLIC SCHOOL**

Holy Rosary School community believes in the promotion of a **Faith Community** of love and compassion and the proclamation of the **Gospel Message**.

We strive toward **Academic Excellence** and **Spiritual Growth** by providing opportunities which promote the overall well-being of each student.

We encourage open **Communication** to help our students develop their potential in all areas. Students are led to discover the gift of their individual uniqueness and develop a positive **Self-Concept**.

Students are invited to develop Christian attitudes and encouraged to live the values of **Peace, Justice, and Service** that are rooted in our Catholic Tradition.

## **HOLY ROSARY CATHOLIC SCHOOL STUDENT EXPECTATIONS**

In order to accomplish this mission, the following are basic expectations for developing life skills in the students we teach.

### **1. Love of God**

The student:

- a. attends Mass willingly,
- b. has an active prayer life,
- c. participates in service to others,
- d. sees God in other people,
- e. and has an awareness of the global community.

### **2. Respect**

The student has:

- a. respect for all people – Honor for parents and all people who are caregivers and appreciation of the abilities and differences of others.
- b. respect for school property, others' property, and their own property.
- c. a willingness to follow classroom and school rules.

### **3. Positive Work Ethic**

The student:

- a. comes to school ready to learn, has slept well, eaten breakfast, practiced good personal hygiene, and is dressed appropriately.
- b. is ready to be an attentive listener.
- c. is task orientated.
- d. works without disturbing others.
- e. completes homework independently.
- f. comes equipped with necessary books, folders, homework, pencils, etc.
- g. has a positive attitude toward learning and is willing to work with others.

### **4. Honesty**

The student:

- a. is willing to accept the consequences for chosen actions.
- b. will recognize the obligation to own-up to the choices made.

### **Holy Rosary School Pledge**

I pledge for myself, my family, my school, and my country, to be the best person I can be, to learn all that I can learn, and to treat others as I would like them to treat me.

## **SCHOOL ADMINISTRATION**

### **BISHOP**

The Bishop of the diocese has the responsibility for the spiritual formation of the people and for all the elements that contribute to the development of the Catholic community. As chief administrator of this diocese, he oversees the good order of the teaching mission. With respect to the Catholic schools, he seeks recommendations from the diocesan school board on matters of policy-making. He delegates supervisory responsibilities to the Office of the Word (Director of Schools) who in turn makes recommendations to him. Policy #1100

### **DIRECTOR OF SCHOOLS**

One of the functions of the Office of the Word (Diocese of Crookston) is to assist each school to achieve its mission and purpose. The tasks of planning, coordinating and guiding in the areas of school personnel, curriculum, finances and administration shall be accomplished under the direction of the Director of Schools. Policy #1310

### **ADMINISTRATOR/PASTOR**

The pastor is the canonical administrator of the parish. He is usually the agent of the civil corporation and enactor of local policy. The pastor, in consultation with the pastoral council, is ex officio the superintendent of the parish school. The immediate direction of the school and its instructional program is delegated by the superintendent to the school administrator. The superintendent hires and supervises the administrator. Evaluation of the job performance of the administrator is also the responsibility of the superintendent. The pastor's (superintendent's) role on the school board/education board is one of leadership and support. Policy #1210

### **PRINCIPAL**

The school administrator is the chief administrative officer of a school and is responsible for the effective operation of the school as an educational institution. The school administrator is hired by the pastor (superintendent) in consultation with the appropriate parish advisory body. The administrator coordinates the efforts of all the school personnel in achieving the harmony and cooperation required for the attainment of a rewarding teaching-learning environment. Policies #1410 & 1410.2

### **FACULTY**

The faculty is made up of homeroom teachers for grades Preschool—8 assisted by Title 1 personnel, special services personnel, teacher aides, teachers in P. E, music, library, computer, art, and parent volunteers. All teachers are certified and required to keep their certifications current under Minnesota law. The Catholic schools of the diocese shall meet all appropriate standards for non-public schools described by the Minnesota Department of Education and by Minnesota Nonpublic Schools Accrediting Association (MNSAA). Policy #4111

Teacher Duty: All teachers and principal are on duty from 8:00 a.m. until 1/2 hour after school is dismissed. This regulation insures the availability of staff members for special announcements each day, for parent consultations, and for planning and follow-up activities of a professional nature. Exceptions for individuals or for the entire staff may be made by the principal for occasional departures from this regulation.

## **SCHOOL ORGANIZATIONS**

### **PASTORAL COUNCIL**

The Pastoral Council of Holy Rosary Catholic Community is a consultative body by which the parishioners give their aid in fostering the mission of the Church. At Holy Rosary its organization is twofold: i) the PARISH ASSEMBLY is composed of representatives from the various geographical areas of the parish; ii) the MINISTRY COUNCIL is composed of representatives of the various Committees,

Boards and Parish Organizations, as well as members at large elected from the representatives of the Parish Assembly. The Pastoral Council exists to advise and assist the pastor by assessing pastoral needs, determine pastoral priorities, as well as advise, discern, recommend, encourage and evaluate the various ministries of the parish community. The School Advisory Council has a representative on the Pastoral Council.

### **FINANCE COUNCIL**

The Finance Council of Holy Rosary Catholic Community is a consultative body by which the people of the parish aid the Pastor in the administration of parish finances. Besides the usual maintenance of buildings, grounds and parish cemetery, the administration of the parish goods include the implementation of a responsible stewardship program, long-range financial planning and development, and the preparation, monitoring and final review of the annual budget. The Business Committee of the School Board works very closely with the Parish Finance Council in securing the funds needed to operate the School.

### **SCHOOL ADVISORY COUNCIL**

The Advisory Council is involved in policy development, budgeting, and special activities. The council consists of up to nine appointed members. The pastor, principal, school secretary, and a representative of the PTO also attend all meetings. In educational matters, the council assists the pastor (superintendent) and performs its ministry by assuming responsibility for defining educational objectives of the school to meet the educational objectives of the parish, selecting and developing policies to assist the school administrator in accomplishing these objectives, reviewing and approving the annual school budget, and assessing and evaluating the effects of the council's policy decisions in achieving the goals and objectives of the school. Council meetings are open meetings where parents are welcome to come and listen. If a parent has something to express at a council meeting, they must be placed on the agenda at least two weeks in advance. This is done by calling the principal of the school. Parents are encouraged to express an interest in being appointed to the council. Terms are three years.

### **PTO**

The PTO (Parent-Teacher-Organization) is an organization made up of parents of Holy Rosary School students. All parents are members of the PTO. The PTO has a board of 9 members. The purpose of this association shall be to support the commitment to Catholic education and the welfare of all the children of the parish and school. It shall attempt to enhance the parents' and teachers' relationships in the education of the children by increasing their knowledge of education and of its processes, by increasing their mutual understanding of children and also by providing an opportunity for parents and teachers to work together for the good of the children. All parents are invited to attend the monthly meetings and contribute their time and talent throughout the school year.

### **STUDENT BODY**

The student body is presently made up of elementary school children, grades preschool – grade 8 of Holy Rosary Parish, as well as students from other parishes and denominations who are welcome to attend Holy Rosary School according to registration policies.

### **PARENT/GUARDIANS**

Parents/Guardians have the primary responsibility for the education of their children. The school supports, enhances and complements this role. Parents/Guardians are to be kept informed of the progress of their children by means of report cards, progress reports, conferences, open houses and other methods. The school administrator is responsible for all correspondence bearing on school matters and should have knowledge of all formal communications coming from the school.



## **ACCREDITATION**

Schools in the Diocese of Crookston are accredited through the Minnesota Nonpublic School Accreditation Association (MNSAA). This group currently serves as the largest nonpublic school accrediting association in the State of Minnesota, accrediting over 200 nonpublic schools. The Minnesota Nonpublic School Education Council has officially recognized MNSAA as an official accrediting association in Minnesota. The organization's mission statement follows. Policy #6110

### **MNSAA MISSION STATEMENT**

The mission of the Minnesota Nonpublic School Accrediting Association is to be a catalyst for enhancing the quality of nonpublic education in Minnesota through a process of accreditation. MNSAA fulfills its mission by:

- (1) Establishing high standards of quality and excellence for the learning process;
- (2) Facilitating the continuous improvement of member schools;
- (3) Monitoring accountability of member schools;
- (4) Providing education and training opportunities; and
- (5) Developing relationships with public and private organizations.

## **INSTRUCTIONAL PROGRAM FIELD TRIPS**

Field trips are designed to be educational in nature and to provide experiences that supplement current curriculum areas. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation for failure to meet academic or behavioral requirements or for failure to provide the school with proper parental permission. Parents also retain the right to refuse to allow their child to participate in a field trip. As this is stated no class should ever feel that a field trip is an automatic event for a class or a student. Field trips are opportunities given to students to enhance their education and come about through availability of time and resources. No policy has been made which guarantees field trips. All chaperones must comply with school and diocesan policies and procedures. Chaperones must have all required forms on file with the school principal. Policy #5920

### **Required Forms for Chaperones and Drivers**

All chaperones for school/parish trips must have the following forms completed and on file in the school/parish office:

- a. Sexual Misconduct Policy of the Diocese of Crookston. Acknowledgement of Receipt (signed in two places AND "no" responses to all five questions concerning sexual abuse).
- b. Certification on Non-Conviction Policy Acknowledgement and Agreement Authorization for Background Check.
- c. Background Check.
- d. Verification of attendance at a Safe Environment Training session.

All drivers for school/parish trips must have the following forms completed and on file in the school/parish office:

- a. Sexual Misconduct Policy of the Diocese of Crookston. Acknowledgement of Receipt (signed in two places AND "no" responses to all five questions concerning sexual abuse).
- b. Certification on Non-Conviction Policy Acknowledgement and Agreement Authorization for Background Check.
- c. Background Check.
- d. Verification of attendance at the Safe Environment Training session.

## SCHOOL DAY

The school day begins at 8:15 a.m. This means that students should be ready for attendance and seated at their desks at 8:15 a.m. If your child is late, we ask that you send a note explaining why they are late. Three or more unexcused tardies will result in a call from the principal. Children assemble for Morning Prayer following attendance each morning at 8:16 a.m.

**Arrival** Students should arrive at school between 7:45 and 8:10 a.m. After arrival, students will go to their classrooms and get organized for their day. Students are not allowed to stay after school to play on the playground unless accompanied by their parents. Holy Rosary School, faculty and/or assignees cannot be held responsible for anything that happens to a child before or after regular school hours. Parents will be notified if these rules are not followed. **Study hall** is available for grades 6-8 on most Mondays, Tuesdays, and Thursdays.

**Lunch** begins at 11:00 a.m. with kindergarten and full-day preschool students, followed by grades 1-8. Each class gets about 20 minutes to eat their lunch. Lunchroom supervisors will dismiss classes as they finish their meal to begin a recess break.

**Dismissal** from the classroom is 3:10 p.m. The minimum length of school day should be 5 ½ hours, exclusive of the lunch period. This minimum length of time also applies to grades 7 and 8 when these grades are a part of an elementary school unit. Policy#6125

All students are expected to go to their respective classroom for dismissal at the end of the day. If there is a change to be made to a student's regular end-of-the-day plans, parents should notify the school via an email, phone call, or written note. Teachers will see that students get on their assigned bus or when walking, use the crosswalks to safely reach their destination. Parents picking up their children at school should enter the south end of the parking lot off of Lake Avenue and drive around the circle to the pick-up spot in front of the Welcoming Center doors. Please keep a tight line, leaving only a couple of feet between vehicles to prevent others from hanging out into the street. If you are the first car in line, please pull your vehicle all the way up to the tree in the landscape bed. When your car is completely stopped, the teachers will allow your child to cross the "safety line" and enter the vehicle. For your child's safety, we do not want them running through the parking lot to your vehicle.

## ADMISSION INFORMATION

Holy Rosary School believes in the promotion of a faith community of love and compassion and the proclamation of the Gospel message. We strive toward academic excellence and spiritual growth by providing opportunities which promote the overall well-being of each student. A Catholic education will provide your family with the support and reinforcement necessary for making decisions based upon good moral judgement. A Holy Rosary education is an investment in your child's future.

### To Enroll Your Child, the Following Must be Submitted:

- Student Registration Form
- Registration Agreement Form
- Immunization Record
- Child Accounting Form
- Baptismal Record
- Birth Certificate
- Buzz Book/Photograph/Video/Sound Release
- Early Childhood Screening Record (Kindergarten)
- Enroll with FACTS, for Registration and Tuition Payments
  1. go to our website [www.holyrosarycs.org](http://www.holyrosarycs.org)
  2. choose "admissions"
  3. click "FACTS tuition and assistance"
  4. follow the website prompts to set up an account

**To Enroll an Existing Student the Following Must be Submitted:**

- Registration Agreement Form
- Registration Fee will be paid via FACTS (no action needed)

**Admission Policy:**

Holy Rosary School welcomes those families who would like to provide their children with a Catholic education. It is our intent to accept as many students as is feasible. *A child will be enrolled if we believe we can meet his/her educational needs.*

Students are admitted in the following order:

1. Students presently enrolled at Holy Rosary School
2. Siblings of currently enrolled parish students
3. Registered members of Holy Rosary Parish & registered Catholics of other area parishes
4. Siblings of non-parishioners already enrolled
5. Students who are not Catholic

After registration if we find that any grade level has filled with new parish families, we will have an enrollment lottery. This means that if we receive more applications than we have openings, we choose students through a lottery system. This would apply to Kindergarten Prep and Kindergarten classes. Registration in Kindergarten Prep does not guarantee a spot in Kindergarten. This will depend on enrollment numbers. Students who have applied but aren't chosen through the lottery system will be placed on a waiting list.

**Classroom Size Guidelines:**

We are a parish school, opening our doors to all parishioners who wish to have their children here and to non-parishioners as there is room. Each year, classroom sizes will be evaluated upon room availability, financial considerations, class population and characteristics, and overall school needs. Final decisions pertaining to the size of a class will be determined by the administration.

**Waitlist:**

The recommended student enrollment is set by the Superintendent, Principal, and the School Advisory Council. The school does its best to follow this recommended capacity, however, extenuating factors may influence the decision of the superintendent and principal when determining classroom sizes. Priority on the waitlist will be determined by the admissions procedure's priority list described above.

**Tuition:**

Holy Rosary School must charge tuition to operate the school, maintain programs, and modestly compensate the staff. Our tuition is based upon the cost to educate a child and is established annually. After reviewing the past budget and receiving input from the School Council and the Parish Finance Council, the Administrative team decides upon tuition. Parents/Guardians are notified of the tuition for the upcoming year. As part of the registration process, Parents/Guardians are required to sign a registration agreement, which is expected to be honored. A non-refundable registration fee is required for registration.

**AGE REQUIREMENTS:** Students in the Monday, Wednesday, Friday Kindergarten Prep Group, must be 5 years old by June 1 (at the end of the upcoming school year). Students in the Tuesday, Thursday Kindergarten Prep Group, must be 4 years old by September 1 of the year entering school. Kindergarten students must be 5 years old by September 1 of the year entering school. Policy #5110.2

**IMMUNIZATION REQUIREMENTS:** All students enrolled at Holy Rosary School must have the necessary immunizations as prescribed by the Minnesota Health Department. This affects students entering preschool through grade 8. **This must be on file in the school office prior to the first day of the school year.**

**CONDITIONAL ACCEPTANCE:** Any student transferring to Holy Rosary will be accepted on a probationary period consisting of one quarter (or 9 weeks). If the student cannot comply with academic and/or behavioral expectations, the student will not be allowed to continue attendance at Holy Rosary School. Parents/Guardians will sign a Conditional Acceptance form when they register.

### **RELEASING STUDENTS DURING THE DAY AND EXTENDED ABSENCE**

A child will not be permitted to leave the school grounds once he/she has arrived at school unless the office and/or teacher receives a phone call, an email, or a signed and dated note from home granting this permission. Parents are asked to go to the School Office to sign out their child if they are picking the students up for an appointment before the normal dismissal time. A student will not be excused before the official dismissal without parent permission. If a student is ill, a parent or other authorized person will be called. Holy Rosary School will use the information given us by the parents for our PowerSchool student information system. Parents may request to take their children out of school for a family vacation. The school administrator and the teacher, after discussing the student's progress, will make recommendations to the parents. The final decision is the responsibility of the parents.  
Guideline#5310.1

### **POLICIES AND PROCEDURES BACKGROUND CHECKS**

All personnel employed in diocesan schools (professional, non-professional, volunteers, full-time and part-time) must comply with the Diocesan Sexual Misconduct Policy. (p. I Sexual Misconduct Policy, December 16, 1992.) All personnel employed in diocesan schools (professional, nonprofessional, volunteers, full-time and part-time) must comply with the Diocesan Policy of criminal background checks, employee background checks and take the Diocesan Safe Environment trainings each year.  
Policy#4710

As parents of students at Holy Rosary School we encourage you to fulfill the requirements of the Diocesan Safe Environment Training and Background Checks to support a safe environment for all of our students. These requirements are a part of our registration packet expected to be completed prior to the beginning of the school year.

### **SAFE ENVIRONMENT**

Holy Rosary School follows the policies of the Diocese of Crookston related to hiring employees and requiring a criminal history background check for anyone who works with children in any way. These policies are followed for faculty, all staff working in the building, and all volunteers who have regular contact with children. Parents who wish to volunteer at school or participate in the regular activities of the school day will also follow these policies. MN Statute 123B.03

### **MONEY AND VALUABLES**

We recommend that students do not bring money or valuables to school, but if they do it should be brought to the office until the end of the day. We will be relieved of a number of problems if you put money for lunch or other activities in an envelope with the child's name and purpose for enclosed money. Please do not send extra money. If a child finds or loses any money, he/she should report it to the teacher. The school is not responsible for toys or valuables which get lost or damaged at school. It is preferred that students do not bring such articles to school.

### **TELEPHONE**

Children may use the school phone in emergencies. If, for any reason, a child must stay after school, the parents will be notified. Holy Rosary School telephone number is 847-5306. However, children's arrangements to play at a friend's home must be made with parents before coming to school and the school must be notified by the parents. Student cell phones are not to be used during the school day and students should follow the classroom teacher's expectation for where the cell phone is to be kept

during the day. If parents need to get in touch with their child during the school day, they should call the school office.

### **STUDENT PERSONAL CELL PHONES, ELECTRONIC DEVICES, SMART WATCHES**

To avoid distractions, it is the preference of Holy Rosary School that students do not bring personal electronics to school. Teachers at each age level will communicate to parents and students the procedures they have in place for those who bring personal cell phones, electronic devices, smart watches, etc.

### **GUM AND CANDY**

Students will not be permitted to have gum or candy at any time during the school day. The only exceptions will be for birthday treats in the classroom, room parties, or for lunchroom desserts.

### **PRIVATE “PARTY” PROCEDURE**

To alleviate hurt feelings to children who may not be included in special private parties given by classmates, Holy Rosary School does not allow invitations to be handed out at school. Only parties that include ALL girls, or ALL boys, or the whole class group may be handed out. We ask that you visit with the teacher about contacting parents for addresses if your private party requires this.

**ASBESTOS/PESTICIDE NOTIFICATION** In accordance with federal regulations, Holy Rosary School has asbestos management plans documenting the location and condition of all known or assumed asbestos containing building materials. An accredited inspector visually inspects the condition four times yearly. State law requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available for review or copying at the school office. State law also requires that you be warned that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications, please contact the school principal. Policy #3710

### **PHOTOGRAPH/VIDEO/SOUND RELEASE/BUZZ BOOK**

Holy Rosary would like to use photographs, video, etc. of your child or you in promotional materials like pamphlets, church bulletins, recruiting videos, websites, school newsletters, etc. **Holy Rosary will also continue to photograph your child without your permission for school/church memories such as if your child is in the school music program, Liturgy, choir, band, plays, etc. Our school yearbook is one of these memories and it will continue to be produced. You are not asked permission for these archived memories.** By signing this form in the fall of the year, it gives permission to use the photograph/video/sound of the minor(s) for publicity, promotion, news releases, videos, the internet and for the school Buzz Book of Holy Rosary Catholic School. If the parent or guardian refuses to sign the form, then Holy Rosary School shall not publish their name, picture, or composition. Policy #2610.3

### **PRIVATE LESSONS DURING SCHOOL HOUR POLICY**

Holy Rosary believes in the power of education to transform lives and society into the Kingdom of God. Our parish school makes a concerted effort to maintain excellence in education. This excellence is possible through the efforts of administration, faculty and support staff and the strong support of parents. Our graduates have experienced a high degree of success. We wish to see this success continue. As a Catholic school we share the Church’s value for the arts and recognize that they play an integral part in the education of our students. In an effort to keep the tension creative between offering an education that places a strong emphasis on a sound basic education, while at the same time promoting the arts, the following guidelines are offered:

The concern expressed with these guidelines is not with the student who is organized and self-motivated, but for the student who tends not to be self-motivated and who needs routine to learn and for

whom interruptions in the academic schedule are a hindrance to learning. Only parents of students who maintain at least a 3.0 grade point average may consider making arrangements for private lessons during school hours. Unless it is an exceptional situation, private lessons during school hours are a possibility for students in grade 3 and older.

1) It is the responsibility of the student to report for their lesson on time. The teacher is not expected to remind the student that it is time for their lesson. As much as a student is expected to have the materials needed for class work, so it is the student's responsibility to have all the necessary materials for his/her lesson. If not, the instructor should take this up with the student and his/her parents and not the classroom teacher.

2) The student is responsible for worked missed while she or he is out of the classroom for an extra-curricular lesson. The method of obtaining work needing to be done, as well as assignments expected to be completed, is determined by the teacher in consultation with the student and his/her parent(s). This will include any extra work that might be required as a result of missing a lesson taught. The lesson should correspond with the instructional needs of the student and should never be scheduled during a time when the student's presence is essential for learning a particular subject. A student struggling with math cannot be expected to have an extra-curricular lesson during that teaching period. If the student should need extra help in learning a curriculum missed while taking a lesson, the student should be motivated enough to seek help from the teacher. The most critical component for this program to succeed is that the child is motivated to be responsible for his/her school work. For the student who accepts this challenge the experience can be an amazing opportunity; for the student who does not, then challenge, the frustration and pressure experienced should be enough for parent (s), classroom teacher, and/or lesson instructor to reconsider the arrangement.

3) The instructor and the classroom teacher must establish a means of communication so that conflicts/changes in the schedule may be dealt with in the best possible manner. There are some things, such as testing and prayer that are never to be interrupted. Make-up lessons are at the discretion of the classroom teacher and must never be assumed.

4) A student leaving the School Campus during School Hours to take private lessons is the responsibility of the parents. A form releasing the school of any and all liability must be signed before the School will approve such an arrangement.

5) Parents will be contacted by the teacher if taking lessons during school hours is a detriment to a student's learning. If the problem persists, it is the teacher's prerogative (after consultation with the instructor and/or administration) to expect that the student's lessons are rescheduled to a time that is less detrimental to a student's learning. Adopted by the Holy Rosary School Board November 14, 2001

## **INFORMATION NETWORK ACCEPTABLE USE POLICY**

### **Purpose**

The School Board, Administration, and Staff of Holy Rosary School recognize the need for access to a global information network. Preparing students to compete in the 21st century requires access to the tools they will be using as adults. Accordingly, Holy Rosary School shall operate an information network system to enhance and expand its educational mission.

### **Definition**

Information Network is defined as the hardware, software, cabling, and related equipment that allows for the creation, storage, transfer, and access to data, video, and voice communication both within the school and to the outside world. Responsible use of this global information network is of primary importance. Responsible use shall be governed by the regulations and conditions set forth in this policy.

### **Acceptable Use**

Holy Rosary School's information network shall be used for educational purposes consistent with the school's educational mission, policy, state laws and federal laws. Use of the information network is a privilege. That privilege may be revoked or restricted. Student use of the school's information network requires faculty permission. The school reserves the right to inspect folders and files to assure compliance with this Information Network Acceptable Use Policy (see Appendix A).

## **Prohibited Use**

The following activities are prohibited:

1. Private or commercial business use
2. Any illegal activity
3. Using the system to submit, obtain, publish, store or display objectionable or inaccurate information including:
  - A. Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
  - B. Information encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based on race, sex, sexual orientation, religion, age, or national origin.
  - C. Information or software that is pornographic or sexually explicit.
4. Subscribing to any service which results in membership or line charges. System users and parents of system users assume full responsibility for any charges incurred. Students will not join a mailing list unless directed by a teacher as part of an assignment.
5. Any downloading of files, information or other material to hard drive, printer, or other computer device, without specific permission by appropriate staff.

## **Security**

Any action by the user, which results in the compromise of the system's security, is expressly prohibited. Any user identifying a security problem on the school's system must immediately notify a teacher or school administrator.

1. Attempts to log on to the school's system as a system administrator or access any portion of the system, folders or files for which the user does not have access privileges shall result in cancellation of user privileges may result in disciplinary action up to and including expulsion.
2. Users will keep all accounts and passwords confidential from other students. Spot check monitoring will be done by appropriate staff.
3. Users will not improperly access, alter or delete the files, data or information of others.

## **Software**

System users are responsible for taking precautions to prevent viruses on individual workstations or the school's information network.

1. Virus software will be running on all systems. Any disk brought in by any person must be scanned for virus before use.
2. Any attempt to degrade or disrupt system performance will be viewed as a violation of school policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws.
3. Students may not install any software, especially games, without written permission from the teacher in charge and the system administrator.
4. Copyright laws and license agreements shall be adhered to.

## **E-Mail**

Electronic mail is provided for the purpose of exchanging information consistent with the mission of Holy Rosary School.

1. Forgery of electronic mail messages is prohibited as is any attempt to read, delete, copy, or modify the e-mail of other system users.
2. Deleting of e-mail is to be done only under supervision of the teacher.
3. Do not give out your home phone number or address on the Internet.
4. Junk e-mail and spamming are prohibited.
5. No person is permitted to set up a free e-mail account on any system at Holy Rosary.
6. E-mail accounts will be provided for those approved by the Pastor

## **System Vandalism**

System vandalism will result in cancellation of system use privileges. Fines or restitution will be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy school equipment, materials, or data. Vandalism also includes the uploading or creating of computer viruses.

## **Disclaimer**

Holy Rosary School provides the information network on an as available only basis. The network is not warranted to be error free or uninterrupted. The school assumes no liability for loss of data or service. The user is solely responsible for evaluating the accuracy or suitability of any information obtained through a local or global network. Interpretation, application, and modification of this Acceptable Use Policy are at the sole discretion of Holy Rosary School. Any questions regarding this policy should be directed to the school principal.

## **DISCIPLINE POLICY**

The Discipline Policy for Holy Rosary Catholic School has been prayerfully and thoughtfully developed for the good of all students and staff who work, teach, and learn in this Christ-centered environment. We believe all who interact in this community have been created in God's image and likeness and God would want the best possible atmosphere for each of us to learn and grow. In an effort to build this community so it is successful in its effects, three areas must be addressed: WORK-RESPECT-BELONGING.

- 1 All are expected to WORK together for the positive growth and development of each individual.
- 2 All are expected to RESPECT each other, remembering each person is a temple of the Holy Spirit, worthy of dignity and care and responsible for certain obligations.
- 3 All must come to understand each person BELONGS in a very special way to this community and brings special gifts and talents to this learning environment, which is to be shared individually and communally.

From the base of WORK-RESPECT-and BELONGING, it is the goal of this policy to assist families in developing the whole student, instilling spirituality, respectfulness, and responsibility so that a feeling of self-worth and confidence will result.

Our discipline policy will concentrate on teaching students the difference between acceptable and unacceptable behavior. Each teacher will set classroom rules based on what works best for his/her structure and classroom needs. Consequences for misbehavior will be related to the action and student generated when appropriate. If unacceptable behavior continues without noticeable effort to change it, then the principal will be notified. Further problems will result in consultation between teacher, parents and principal. It is hoped that conflicts will be resolved through honest communication efforts:

- \*Teachers will give students appropriate verbal warning when inappropriate behavior is witnessed.
- \*Student will explain behavior to principal if consequences are disregarded.
- \*Teacher/parent/principal conferences will occur as deemed necessary.

If a pupil fails repeatedly to observe the policies and rules of the school, the school administrator will ordinarily warn the pupil and provide counseling. Counseling would usually include conferences with the administrator, the student, and where appropriate, other persons such as parents or guardians, the parish priest, psychologist or other professional. Whatever measures are taken for inappropriate behavior on the part of the student must be a logical consequence of the student's behavior and must be appropriate to the nature and degree of the offense. Corporal punishment is not allowed. Probation, suspension, and expulsion may be used as disciplinary measures, if necessary.



## GRIEVANCE PROCEDURE

A special conference of the teacher and parent may be arranged whenever a teacher or parent feels the need for it. The following procedure is required in settling concerns:

- A. Conference of parents and teacher.
- B. Conference of parents and principal.
- C. Conference of teacher and principal.
- D. Conference of parents, teacher and principal.
- E. Conference of parents and pastor.
- F. Joint conference of parents, teacher, principal and pastor. Policy #5513

## ATTENDANCE

Diocesan schools shall comply with MN Statute 120.101, subdivision 5, which provides for compulsory attendance of all children between the ages of seven and sixteen years. The responsibility for compliance with this law belongs to the parents, with each individual school developing appropriate procedures to insure attendance. The school is obliged to keep an accurate record of daily attendance. This record is to be placed in the pupil's folder at the end of the school year and to be kept on file indefinitely. Policy #5210

## ABSENCES AND TARDINESS

Any student arriving after 8:15 a.m. is tardy. A student who arrives after 10:00 a.m. will be marked absent for the morning, and a student who leaves before 1:30 p.m. will be marked absent for the afternoon.

A written excuse or phone call from the child's parents is required when a child has been absent from school. Repeated tardiness (3 or more unexcused tardies) will be reported to the parents and to the principal. If a student has a dental or doctor appointment during school hours, an excuse should be given to the classroom teacher. A written permission from parents is required at all times for a child to leave the school grounds during the day. A student absent for more than 5 days without acceptable parental permission and/or a doctor's excuse will be contacted for a conference between parent and administration. Consequences of repeated failure to attend school could result in reporting truancy to the appropriate authorities. Policy#3710

## LEAVING SCHOOL GROUNDS

A child will not be permitted to leave the school grounds once he/she has arrived at school unless the school office and/or teacher receives a phone call, email, or a signed and dated note from home granting this permission. Parents are asked to go to the school office to sign out their child if they are picking the students up for an appointment before the normal dismissal time. Guideline#5310.1

## ILLNESS

Parents are asked to call the school by 9:00 a.m. if their child(ren) will be absent from school that day. If the school does not receive a call from parents verifying a child's absence, our school secretary will contact the parents to verify the location of the child. If it is necessary to send your child home because of illness, the school will notify parents immediately. The school should be notified at the beginning of the school year of emergency contacts in the event that the parents cannot be reached.

Holy Rosary School follows the guidelines set by the Minnesota Department of Health. To avoid spreading illness, we ask that your child be kept home when they are ill. If your child is vomiting, has diarrhea, or a fever of 100 degrees or more, they *must* be kept at home. If your child has any of these symptoms at school, parents will be called immediately to come pick up their child. Students need to be fever-free for 24 hours before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. **They need to be fever free without taking medication for 24 hours.** Often temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids

might feel quite ill. Use your judgment about sending them when their fever is less than 100.

### **HOMEWORK REQUESTS WHEN A STUDENT IS ILL**

When a student is at home with illness, students are encouraged to rest, get well, and obtain homework when they return. Upon their return, students will be given ample time to complete their work. However, parents are welcome to request homework when a child is absent due to illness, but they must do so **before noon**. This allows time for the teachers to prepare the work by the end of the day. Requested homework can be **picked up at the school office between 3:30 and 4:00 p.m.**

### **PRESCRIPTION MEDICATION & PAIN INHIBITORS**

A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician; thereby releasing school personnel from liability should reactions result from the medication. **The medication must also be in an ORIGINAL LABELED CONTAINER with the child's name, physician and directions for use.** Under no circumstances can the school legally administer medication without the parents and doctor's consent nor can the school exceed the dosage recommended by the doctor. All medications must be kept in the school office and only school officials may administer that medication.

If you need to send pain inhibitors, such as ibuprofen or acetaminophen, to school with your child, bring it in the original container with written instructions as to the time your child needs to receive it and the purpose for distribution. Any medication brought in an unidentified container will not be administered. If an authorization is not included with the medication, the medication will not be given that day and parents will be notified. All medication (prescription or over the counter) found to be in the possession of a student, will be taken away. Efforts will be made notify the parent that the child will not receive their medication at school that day without written notification from the parent and if necessary, doctor. If the medication needs to return home daily, please ask the doctor or pharmacist to divide the medication into two bottles.

### **PLAYGROUND – RECESS & WEATHER POLICY**

All children are expected to go outside for noon recess. Your child can stay inside only if the school is provided with a doctor's excuse. The supervisors will oversee the activities of the playground. In colder weather the time is shortened and in extreme cold or wet weather noon recess is cancelled and children stay inside. When the temperature/wind chill reaches 10 below zero all students may be required to stay inside. Playground supervisors should check the students for proper weather garments. If hats, mittens, etc., are missing the student will be sent inside to acquire the proper garments. It is ultimately the responsibility of the student to dress appropriately for the weather. If there is snow on the ground, boots must be worn.

#### **Playground Rules**

1. Show proper respect for playground supervisors.
2. Leave the lunchroom quietly & walk all the way to the Welcoming Center doors. Stay on the sidewalks and keep out of the landscaping.
3. Remain on the playground unless you have supervisor's consent to go back into school.
4. Supervisor will retrieve all balls that go into the street or past the cones.
5. Always be kind to one another – no fighting, pushing or foul language.
6. Activity areas will be assigned if needed.
7. At the end of recess when the whistle blows, line up according to grades in an orderly manner. All students should model good behavior to peers.
8. Walk all the way to school and up to the classrooms in a quiet manner.
9. Keep the school clean by removing boots and brushing off clothes before entering the building.
10. Dress appropriately for the weather.
11. Throwing snowballs is not allowed.

## **EMERGENCIES**

In the case of a minor injury the student will be treated at the school. In the case of a major injury, emergency medical treatment shall be rendered and the student will be taken to St. Mary's Hospital. Parents will be notified immediately. Parents should keep the school informed of any changes in address, phone numbers, and emergency contact information. Alternative emergency contact phone numbers of a relative or close friend should also be on record in the school office in case parents cannot be reached.

## **EMERGENCY DRILLS**

5 fire drills are required per school year. In the case of a fire drill, the signal to evacuate the building will be a continuous sounding of the fire alarm. Each teacher will instruct students regarding specific procedures to follow during a fire drill. Roll call will be taken immediately following evacuation of building.

1 tornado drill is required per school year. Tornado drills are indicated by the principal announcing on the intercom system that a tornado drill is to take place. Students and teachers go to their designated safe area in the building, and crouch down, covering their heads. The principal surveys the building and makes sure classes are in their safety place in the correct position.

5 lockdown drills are required per school year. Lockdown drills are indicated by the principal announcing on the intercom that a lock-down drill is to take place. Teachers will follow the procedures in place for a Lockdown. The principal surveys the school to make sure emergency procedures were followed & when the drill is over, the conclusion of the drill is announced over the intercom.

## **WEAPONS**

Holy Rosary School will not tolerate the possession of weapons on school grounds. Students who carry such weapons will be sent home to their parents and an investigation will be carried out. A conference between parents and administration will determine the consequences of the action and could include, but is not limited to suspension or expulsion. Policy #5830

## **HARASSMENT**

Holy Rosary Catholic School promotes the respect of all individuals. Harassment of any kind will not be tolerated. Incidents of such treatment should be reported to the faculty or administration.

Complaints will be investigated and parents will be contacted as soon as evidence of such action has occurred. A conference between parents and administration will determine the consequences of this type of behavior and could include, but is not limited to counseling, suspension, or expulsion.

Policy#5830

## **CHEMICAL USE**

It is the responsibility of the staff and administration to maintain an atmosphere that will promote quality learning in a Catholic Christian environment. An effective system will be provided to deal with chemical experimentation or abuse and efforts will be made to promote the belief that the body is sacred, a temple of the Holy Spirit. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students. A K-8 education program including an awareness of chemical use and dependency as well as the provision of support services for early misuse is offered to assist in preventing chemical dependency. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.

Opportunity for assistance shall be provided to students and their families in obtaining appropriate services. Refusal to accept assistance, intervention or treatment will result in a conference with the teacher, principal, pastor, family and, if deemed appropriate by the principal, a chemical counselor or other trained professional. The purpose of the conference will be to determine consequences which could include, but is not limited to, suspension or expulsion. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school setting. Guideline #5820

## **HEALTH AND IMMUNIZATION**

Minnesota State law requires all students to be immunized for diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and Hepatitis B. Students are expected to be properly immunized prior to starting school. Students not complying will be excluded from school. Parents will be notified if child is not in compliance.

## **HEALTH SERVICES**

Shortly after school begins in the fall, students are checked for vision and hearing. Any problems identified are reported to parents so they may seek appropriate follow-up testing and/or treatment for their child. The screening is done by the public school nurse and volunteer parents who have been given adequate preparation.

## **NURSE**

Our school nurse is from the Detroit Lakes Public School. In addition to the duties mentioned above, she is also responsible for making sure that all children comply with the immunization laws. She can come to our school as needed, but on the days she is not in the building, the office staff treats the children.

## **SAFETY**

Parents are encouraged to discuss safety rules with their children, especially at the beginning of the school year. Children are asked to use sidewalks and crosswalks, avoid shortcuts across lots and avoid walking on private lawns. Plans for safety programs in the school will be made to help your children understand the importance of safety rules and practices. At the end of the school day, students are not to cross streets unless a school patrol crossing guard is present. All students will be instructed by faculty about safety procedures related to our crisis management plan. Policy #3720

## **SCHOOL PATROL**

The fifth grade students accept the responsibility of school patrol. Fourth grade children start this program in the spring. All pupils are expected to cooperate in every way in the program of school safety and traffic education.

## **BUS TRANSPORTATION**

Our children ride the elementary school buses of District 22. Bussing is free of charge to all students living in our school district. Buses arrive between 8:00 and 8:10. Children go to their classrooms immediately upon arrival at school. Students will be dismissed as their respective buses arrive after school. The school principal is responsible for discipline on the bus. The maintenance of the discipline policy as established by District 22, however, will be carried out by the bus driver. Each student in the District must participate in and pass a course on bus safety. Bus discipline Rules will be sent home with the students at the beginning of the school year.

## **BICYCLES**

Students who ride bicycles to school are encouraged to use bike helmets. Bikes are kept in the bike racks and students should bring bike locks for their bicycles. No one is to tamper with them or use them on the playground while school is in session. A bicycle safety lesson is part of our classroom safety curriculum. Policy#3710

## **DRESS CODE**

It is our belief, that as children of God, our bodies are temples, and the way we present them should be held to a Godly standard in terms of humility, modesty, and respect. At Holy Rosary Catholic School, we believe that people feel better about themselves when dressed neatly, and when students feel good about themselves, they learn better. Therefore, parents are responsible for sending their children to school neat, clean, ready for a variety of activities, and clothed in age-appropriate garments. It is

expected that students will represent themselves through appropriate attire (clean, modest, respectable clothing) and proper hygiene, and students/parents will adhere to the following dress code guidelines.

### **General Guidelines:**

1. School Mass days are considered dress-up days. Students are encouraged to dress in their best.
2. Age appropriateness (as determined by school staff), in all manners of dress, is expected of all students.
3. Shorts must be no shorter than 5” above the kneecap (or shorts that extend past the fingertips when hands are at the side).
4. Skirts and dresses should be a length of approximately 2” above the knee. Girls may wear a dress or skirt that extends beyond their fingertips when hands are at their side (instead of 2” above the knee) if tights or leggings are worn also. Dresses and skirts should be modest in style. Form fitting dresses and skirts are not allowed. It is suggested that girls in grades Pre-K - 3 wear shorts under their dress/skirt so they are prepared for a variety of activities throughout the day.
5. For students in grades 4-8, skintight leggings, jeggings, or other tight-fitting pants are not allowed unless a top is worn that *completely* covers the buttocks and front. Tight shorts such as spandex must follow this guideline also, and meet the guideline addressed in #3.
6. All shirts must extend below the waist so mid-riffs are not visible. All shirts must be an appropriate cut; low-cut styles are not permissible in school. Shirts should not reveal undergarments.
7. Strapless and spaghetti strapped shirts are inappropriate. All shirt straps should be a minimum of 1” in width.
8. Clothing with inappropriate pictures, words, messages, numbers, and/or body references are not permitted including the advertising and/or promotion of alcohol, tobacco, or drugs.
9. Torn, tattered clothing or clothing with holes is unacceptable; however, minimally distressed jeans are permitted, provided that there is no skin exposed.
10. Jackets/coats and caps/hats should be removed and placed in the students locker until they are needed for outdoor activities. They are not to be worn inside the building during the school day.
11. Students must wear shoes at all times in school. For safety reasons, all students are strongly encouraged to wear tennis shoes or shoes with backs and should avoid wearing flip-flops.
12. During special events, the school may sponsor specially assigned “dress down” days.

The school faculty and administration reserves the right to decide the suitability of any and all garments and may approve dress code variations related to changes in current fashion. The school faculty and administration will make the final determination on dress code interpretation and enforcement even when a garment is not specifically prohibited or mentioned.

### **The following procedure will take place for students who fail to comply with the dress code:**

1. **1<sup>st</sup> Offense:** Verbal warning and dress code report (see Appendix B) sent home to parents.
2. **2<sup>nd</sup> Offense:** Student will be provided with suitable clothing for the day or a parent will be contacted to bring appropriate attire to school for their child. A dress code report (see Appendix B) will be sent home.
3. **Subsequent Offenses:** Student will be provided with suitable clothing for the day or a parent will be contacted to bring appropriate attire to school for their child. A dress code report (see Appendix B) will be sent home. Student will visit with the principal and an appropriate additional discipline may be warranted.

### **PHYSICAL EDUCATION**

All children are expected to participate in the physical education classes 20 to 30 minutes per day. If your child, for some reason, is not capable of participating, an excuse should be written to the teacher. For extended non-participation (more than two days) a doctor’s excuse will be required. Children need non-marking sole tennis shoes for Physical Education classes. Guideline#5930

## **TUITION**

Tuition rates vary, dependent upon whether or not families are Holy Rosary Church members. Preschool half-day tuition and preschool full-day tuition rates also vary. Tuition money is collected through the FACTS Tuition Management System, which every family must be enrolled in. Tuition rates are subject to change yearly.

## **HOT LUNCH PROGRAM**

A well-balanced lunch is served each day. This includes milk. Meal tickets may be purchased by the week, month or year. If preferred, children may bring a well-balanced cold lunch instead. Students will not be allowed to use the school microwave to heat-up lunches from home. They may purchase milk to go with their cold lunch for \$0.25 cents. The school participates in the U.S. government free and reduced price lunch program. Parents will receive eligibility guidelines prior to registration. **Adult lunch charge is \$3.85. Please call before 9:00 am if you plan to eat lunch with your child that day, so you can be included in the meal count.**

## **SNACK MILK/JUICE**

Students in grades 1-8 may purchase milk or juice for \$50 per year or \$25 for half a year, to drink during their school snack break. Kindergarten students receive milk which is reimbursed by a state program.

## **LUNCHROOM**

Lunch begins at 11:00 a.m. with kindergarten and full-day preschool students, followed by grades 1-8. Each class gets about 20 minutes to eat their lunch. Students are encouraged to drink all of their milk and eat most/all of their food. Students must remain seated until finished with their meal and are expected to act appropriately. Lunchroom supervisors will pray with each class and dismiss them as they finish their meal to begin a recess break.

## **GRADES**

A performance-based grading system is used in grades K-2. Letter grades are used in grades 3 - 8. Grades are updated at least every midquarter and quarter on the PowerSchool site. Report cards are sent home quarterly. Middle school students are acknowledged quarterly for achieving Academic Excellence which is a GPA (grade point average) of 3.20 or higher.

## **HOMEWORK**

Each teacher will formulate a classroom homework policy that is appropriate for their grade level. This policy will be explained to students and parents at the beginning of each school year. Approximately 10 minutes of homework per grade is a guideline, but due to individual differences, this time may vary. If questions or difficulties arise due to a homework situation, the parents should encourage discussion between student and teacher. If difficulties remain, parents, student and teacher should conference.

## **PROMOTION/RETENTION**

It is the belief of Holy Rosary administration and staff that promotion standards must be well planned to permit the flexibility that recognizes individual differences. Student eligibility for promotion is based on the following criteria: academic achievement, intellectual ability, social, emotional and physical maturity, chronological age, and school attendance. Parents will be kept informed of student achievement at all levels of development. The school will work closely with parents and inform them early in the school year if a child will be or may be considered for retention to allow time to explore all available programs of remediation.

## **REPORT CARDS AND CONFERENCES**

Report cards and conferences are one of the principle means by which the parents can determine their

child's progress in school. They are also an important means of contact between the parents and the teachers. Because of this, we ask that you give them careful consideration. Report cards, or evaluation sheets, are issued each nine weeks. A parent-teacher-child conference is scheduled twice a school year. On parent-teacher conference days, parents may see the teachers and discuss the progress of their children. Schedules and details will be sent home for your consideration before the conference. Teachers are available to conference with parents whenever the need arises. Please call the school to make these arrangements.

## **RECORDS**

Health records and permanent record cards are kept up-to-date. Parents may ask to see their child's records but they cannot be removed from the school.

## **RELEASE OF NAMES AND ADDRESSES OF PUPILS**

Names and addresses of pupils and their parents or legal guardians are not to be released to any unauthorized person or agency. The school administrator and /or pastor are to be the only ones to authorize the release of any school information. Although other persons may be delegated to provide the information, the administrator and/or pastor still remain responsible for its content. Policy#5710.3

## **RESEARCH AND SURVEYS**

Research projects and surveys of a personal or family nature involving students must be authorized by the school administrator. Parents and guardians must be informed in writing regarding the surveys. If parents or guardians object to a student's participation in the survey, written notification must be given to the school. Policy #5710.4

## **WELLNESS POLICY**

Our goal for all students at Holy Rosary School is to possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. We hope all students will be nurtured toward spiritual growth and respect their bodies as temples to do God's work. All staff at Holy Rosary are encouraged to model healthful eating, physical activity and respect of mind and body as a valuable part of daily life. Gum will not be permitted at school. We encourage treats and snacks that are healthy for students. Candy will be permitted on rare occasions.

## **VACATION DURING THE SCHOOL YEAR**

It is recommended that parent(s) take vacation with their children on scheduled school vacation days. If this is not possible, then it is requested that parent(s) meet with the student's teacher enough in advance so that a conversation about the plans being made can be considered by the school and parent(s) together. Items of concern include: the timing of the vacation, the length, the possible challenge it might place on the student in the process of classroom learning, the curriculum that would be missed while the student is absent and the ability of the child to make up what is missed. **Teachers will not be expected to prepare work for a student in advance of a vacation.** Lessons/work missed will become the responsibility of parent/student to make up; teachers are committed to do what they can to help with communicating what was missed and grading what is completed. While the school recognizes that vacations away can be positive learning/family experiences, it also hopes that parents recognize that tests missed, assignments not made up, classroom time missed and lessons not learned could negatively affect a child's learning progress.

Diocesan School Policy states this guideline: Parents may request to take their children out of school for a family vacation. The school administrator and the teacher, after discussing the student's progress, will make recommendations to the parents. The final decision is the responsibility of the

## **VISITORS**

You are always welcome to visit school during regular classroom hours to observe your child. The experience of watching your child interact with others in the classroom is something we encourage you to enjoy. We also know that when you visit the classroom you give your child a feeling of cooperation between parents and teachers. Please arrange to visit at a mutually convenient time by contacting the school office or your child's teacher. Visitors must check in at the school office.

## **INSURANCE**

Parents are responsible for accident and medical insurance for their child.  
Guideline#5820

## **SCHOOL COMMUNICATION ENVELOPES**

School communication envelopes will be sent home with the oldest student in each family every Thursday. Please read information, sign and return the envelope the following day. By signing this envelope verification is made that you, the parents/guardians, have seen the enclosed information. If the envelope is damaged or lost, please advise the school office so that a new envelope can be printed. Please utilize this envelope when sending correspondence or money to school. A small charge of \$0.25 is incurred if the envelope is replaced or not returned promptly. School communication envelopes will be used for school communication only. No advertising outside of school events will be sent home. Any promotions that generate funds must be approved by the principal and/or parish staff and sanctioned as a school event.

## **SCHOOL CLOSING**

Holy Rosary Catholic School will close whenever the schools in District 22 close because of bad weather. You will be notified by our School Messenger Parent Contact System by text, email, and voice messages. You will also receive school closing or late notices on the local TV stations. KDLM 1340 AM and KRCQ 102 FM will also carry these announcements.

## **SCHOOL MESSENGER**

School Messenger is Holy Rosary School's Parent Contact Alert System. This is used for communication such as: announcements, publications, letters, and emergency and non-emergency alerts.

## **FUNDRAISING AND VOLUNTEER HOURS**

Each family is required to earn fundraising and volunteer hours and to sell raffle tickets each year. The following is a list of some ways you can help out: Sell raffle tickets (Raffle Calendar and Catholic School's Raffle), Marathon for Nonpublic Education, Spring Interlude Fundraiser, PTO Pie Sale, Our Family for Education, Box Tops for Education, Coke Rewards, We Care Central Market Grocery Receipts, and the Scholastic Book Fair. Families also have opportunities for volunteering: playground supervisor, lunchroom supervisor, coaching sports or extracurricular activities, classroom helper, driving students, and track and field day. Parent(s) may also volunteer by being members of our School Advisory Council or Parent Teacher Organization (PTO).

The following are PTO assigned events for parents/students of each grade:

- Opening Liturgy & Refreshments (September) - Grade 3
- Christmas Program Reception (December)— Preschool, Kindergarten & Grade 1
- Lenten Soup Supper (February/March)— Grade 2
- Palm Sunday Breakfast (Sunday before Easter) – Grades 4 & 8
- Closing Liturgy & 8<sup>th</sup> Grade Graduation — Grades 5, 6, & 7

The Annual Safe Environment Requirements are required for *student contact* at Holy Rosary Catholic Community for anyone over the age of 18.



**Appendix A – Acceptable Computer Use Policy**

**ACCEPTABLE COMPUTER USE POLICY - Sample form**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_ School Grade \_\_\_\_\_

Your child has requested access to Holy Rosary School's computer network. This access includes connections to computers through the Internet, which would connect your child with educational resources all over the world. In order to provide access to your child the school requires an "Acceptable Use Agreement" be signed by each student and his/her parent or guardian. Enclosed is Holy Rosary Catholic School's "Acceptable Use Policy" which has been approved by the School Board. Please read the policy carefully and review it with your child. Your child is accepting the responsibility of using the network in an appropriate manner. It is important that you understand his/her responsibilities as well. Your signature indicates that you have read and agreed to our "Acceptable Use Policy".

STUDENT I understand and will abide by the terms and conditions set forth in Holy Rosary Catholic School's Acceptable Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken as well as any appropriate legal action taken.

Student Signature \_\_\_\_\_

PARENT OR GUARDIAN As a parent or legal guardian of the above named student, I grant permission for my son/daughter to access computer networked services including Internet. I have read Holy Rosary School's Acceptable Use Policy. I understand that this access is for educational purposes. I also recognize that it is impossible for Holy Rosary School to eliminate all controversial material and will not hold Holy Rosary School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to my child and certify that the information contained on this form is correct.

Name of Parent/Guardian (Please Print) \_\_\_\_\_

Parent/Guardian (Signature) \_\_\_\_\_

**Appendix B - Dress Code Report to Parent/Guardian**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Your student, \_\_\_\_\_, came to school with the following dress code violation(s):

1. Shorts, skirt, or dress is too short
2. Clothing with inappropriate pictures, numbers, words, messages and/or body references
3. Clothing that insinuates a poor attitude
4. Clothing references alcohol, cigarettes, or drugs
5. Skin tight clothing without appropriate covering
6. Clothing reveals undergarments
7. Clothing with tears or holes
8. Other \_\_\_\_\_

The following action was taken in addition to sending this note home:

1. Verbal reminder
2. Changed into clothing provided by the school
3. Other \_\_\_\_\_

Please sign and return to the classroom teacher the following school day.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature \_\_\_\_\_

**HOLY ROSARY CATHOLIC SCHOOL Handbook Statement**

Holy Rosary School is dedicated to providing an atmosphere, which promotes excellence in academics and a family feeling of security.

This handbook clarifies the policies and procedures in which this atmosphere is created. As a new school year begins we ask that each family read and discuss these policies and procedures. If you are questioning any aspect of the handbook, please contact the principal at 847-5306.

Please return the lower portion of this page to the school office when you have completed the reading and have had your questions answered. Thank you for your prompt response.

Policy #2510

\_\_\_\_\_ I/We have received and read the Holy Rosary School Handbook.

\_\_\_\_\_ I/We are also familiar with and support the policies and procedures of Holy Rosary School.

\_\_\_\_\_ Date \_\_\_\_\_  
**Signature of Parent/Guardian**

**Signature of Student (s)** \_\_\_\_\_

*Please return this form to the school office as soon as possible.*